

Registration/Enrollment Policy

- a. You must be a permitted family child care provider, state family child care provider, work in a state licensed family child care center, or in a licensed exempt center or home to enroll.
- b. If you are unable to attend a course, please cancel your enrollment a minimum of 24 hours in advance.
- c. If you are a permitted family child care provider you may enroll in maximum of 3 Providers Services courses, 3 Institute courses and 1 CPR/First Aid class.
- d. If you work in a state licensed center you may enroll in a maximum of 3 Institute courses and 1 CPR/First Aid. No more than 5 staff from a center may enroll in the same course.
- e. To receive a certificate of completion, you must attend all course sessions.
- f. To receive a letter of participation, you must attend more than half the course sessions.
- g. Training hours are creditable toward initial CDA requirements
- h. Classes are for adults only. We can not accommodate children in any of the sessions.

For your convenience and to simplify the registration process:

- Make sure to look at the dates, times, and locations of the workshops. Classes are offered at different locations.
- Unless otherwise indicated, classes take place at
10201 Main Street, Fairfax, Virginia.
- If you register by mail or fax, approximately two weeks after your registration is received, the registrar will send you a confirmation letter. The confirmation letter will indicate whether you are enrolled or on a waiting list for your classes.
- If you have not received your confirmation letter within two days of the class, call the registrar at (703)324-3044.
- To hear class updates, please call 703-324-8420.

Our Policy During Inclement Weather

If the Fairfax County Public Schools:

Are closed: there will be no training all day or evening.

Open late: there will be no morning training, but afternoon and evening training will continue as scheduled.

Close early: there will be no afternoon or evening training.

Are closed on Friday: there will be no Saturday training.

Visit us at **Child Care Central**, the Office for Children website for more information regarding child care training or to see our online brochure at

www.fairfaxcounty.gov/childcare/training.htm

A registration form can be downloaded and mailed or faxed for easy registration.